

UNCLASSIFIED

# VACANCY ANNOUNCEMENT

USAID/CAIRO

<b>Number:</b> 4	<b>Subject:</b> VACANCY (Egyptians)	<b>Date:</b> 2/9/2011
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<b>Position Title:</b>	<b>Project Management Assistant (Family Planning Monitoring Assistant)</b>
<b>Position Number:</b>	<b>92-24</b>
<b>Duration:</b>	<b>One year with options to renew</b>
<b>Organization:</b>	<b>USAID/Office of Health &amp; Population (OHP)</b>
<b>Salary Potential:</b>	<b>FSN-9</b>
<b>Application Deadline:</b>	<b>03/24/2011</b>
<b>Salary Range for a Fully Qualified Candidate:</b>	<b>Salary ranges between LE 83,356-LE133,372 Gross Per Annum (This is the Gross Annual Salary before deducting Taxes)</b>

**“SOFT COPIES OF THIS VACANCY ANNOUNCEMENT ARE AVAILABLE ON THE USAID MISSION INTRANET, UNDER JOB OPPORTUNITIES & THE USAID MISSION EXTERNAL WEBSITE (<http://egypt.usaid.gov>). HARD COPIES CAN ALSO BE OBTAINED FROM THE USAID HR OFFICE OR THE US EMBASSY HR OFFICE.”**

**“Priority will be given to qualified FSNs who have been involuntarily RIF’ed.”**

**Applications or Resumes must include the month, year and company name of employment for all experience or the experience cannot be considered.**

**Candidates must provide in the application or in their CVs names of family members working in the Mission.**

## **BASIC FUNCTION OF POSITION**

The incumbent serves as the Family Planning Monitoring Assistant in the Office of Health and Population (OHP), and conducts on-going monitoring visits of family planning activities for compliance with U.S. family planning statutory and policy requirements. The incumbent documents all visit results, drafts reports for USAID/Egypt and/or USAID/Washington, communicates findings to the Government of Egypt (GOE) and OHP partners and staff, stays abreast of current GOE policies and practices in the area of population and family planning, and conducts regular training of partners and staff in order to keep them updated on family planning-

related laws and policies. The incumbent also assists OHP project managers in overall monitoring of the office's project activities in the field.

The Office of Health and Population is responsible for one of the Mission's five Assistance Agreement Objectives: "Healthier, Planned Families". It has six areas of focus: (1) family planning/reproductive health; (2) maternal/child health; (3) communicable diseases; (4) communication for behavior change; (5) health sector reform; and (6) avian and pandemic influenza. These activities support the following results: (1) increased use of family planning and maternal/child/nutrition services; and (2) strengthened disease surveillance and response. To implement these activities, OHP staff manage approximately 10 contracts, grants, cooperative agreements, etc.

## **MAJOR DUTIES AND RESPONSIBILITIES**

1. Conducts regular monitoring visits of family planning activities for compliance with U.S family planning statutory and policy requirements. The frequency of the visits may vary as agreed upon with the incumbent's supervisor but could be as often as one visit per week, throughout Egypt, in both urban and rural areas. Utilizes, and/or adapts accordingly, USAID-developed visit schedules and questionnaires on field visits. Documents and compiles site visit findings to complement on-going USAID/Egypt monitoring of family planning partner activities for compliance with U.S. Family Planning laws and policies. Follows up as necessary on site visit findings with USAID staff including Regional Legal Advisor, GOE staff, and USAID Family Planning partners. **50%**
2. Supports USAID/Egypt's overall family planning compliance monitoring activities through creating and/or updating documents that support OHP's monitoring efforts such as visit questionnaires, or that chronicle ongoing monitoring results, issues and concerns; liaises with the Regional Legal Advisor and USAID/Washington's family planning compliance staff on issues and developments; stays abreast of current GOE policies and practices in the area of population and family planning, especially as they concern incentives/disincentives and targets; and conducts annual formal training and frequent informal refresher trainings for relevant USAID and partner (GOE and contractor) staff on U.S. Family Planning laws and policies. **25%**
3. Generally assists all OHP project managers in monitoring family planning compliance, and in any other project monitoring as needed or requested at the field level. Because the Family Planning Monitoring Assistant will regularly travel throughout Egypt to carry out family planning compliance monitoring visits, s/he will also assist OHP in overall monitoring of the office's project activities in the field. In this context, s/he drafts monitoring and progress reports to document these monitoring activities. All monitoring activities will take place in close coordination with project managers and with the OHP Monitoring and Evaluation Advisor. The OHP M&E Advisor is responsible for monitoring programmatic results across the OHP portfolio, advising on corrections, and tracking and recording results for use in office and Mission reporting. The incumbent will work closely with OHP M&E Advisor on all general monitoring activities, and especially on family planning compliance monitoring. For at least the first six months, the incumbent will conduct most family planning compliance-related activities (including field visits, questionnaire review/updates, meetings with partners/counterparts, etc.) together with the M&E Advisor since she is the institutional memory for OHP's FP compliance monitoring. **25%**

## **REQUIRED/DESIRED QUALIFICATIONS**

- A. **Education:** A university degree in health, health sciences, social science, or related field is required.
- B. **Prior Work Experience:** Three to Five years of progressively responsible professional level experience working in the field of social science, public health or in clinical health care is required. Experience working with the Egyptian public healthcare system is required, as is experience in monitoring project activities. Experience developing and implementing surveys/questionnaires is desired. Professional experience with an international development organization, donor agency, host government organization or private sector institution in Egypt is desirable. Must have evidence of experience in the analysis and interpretation of data/information and communication of findings in written and oral form including reports, presentations, etc.
- C. **Post Entry Training:** On-the-job training with the Mission Regional Legal Advisor and OHP staff as needed. Any courses (including online) identified to enhance job performance when conducted at the Mission or available in the region. Participation in job-related seminars, workshops and development studies programs organized by USAID. Appropriate modules of the Leadership and Program Operations Training Initiative such as Managing for Results, Organization and Operations, Team Skills, etc.; training in agency database systems, filing systems, and in other special areas related to duties when available.
- D. **Language Proficiency:** Level IV (fluent) in both English and Arabic is required.
- E. **Knowledge:** A thorough knowledge of the Egyptian public sector health system, including the Ministry of Health (MOH), Ministry of Family and Population (MOFP) and their affiliated agencies is required. An understanding of the Egyptian political, social, cultural and economic influences that impact family planning usage and services is required. Knowledge of USAID family planning law/policy requirements is desired. A thorough knowledge of general office management procedures and practices, including filing system management, is required. Knowledge of, or the potential to quickly learn USAID administrative regulations and procedures, mission organizational structure and functional responsibilities, and USAID correspondence and filing regulations and procedures is desired. Knowledge of the nature of USAID Programs, and of key USAID and GOE officials is desired.
- F. **Skills and Abilities:** Must be willing and able to travel to all governorates, including overnight visits. When performing field visits, must be able to conduct interviews in a manner which is sensitive to client and provider privacy, and the issues surrounding family planning and abortion. The ability to be neutral in all interactions and to exhibit good judgment is essential. Must be able to pick up on nuances in survey responses and probe for additional information in a courteous way. Must have the ability to interact and communicate in a professional and courteous manner with people from all geographic areas (Upper and Lower Egypt, urban and rural areas) and socio-economic levels (low and non-literate). Must be able to establish and maintain a range of contacts with senior-level officials in the GOE (including the Information and Decision Support Center), MOH, MOFP (including the National Population Council), NGOs and USAID. Must be able to defend and represent USAID family planning compliance laws and policies to Egyptian counterparts. Must have excellent interpersonal and negotiation

skills, and confidence to interact with physicians, district and governorate level MOH staff, GOE officials, USAID staff and others in perceived positions of authority. Excellent communication skills and sound judgment to effectively advise USAID and project counterparts on all aspects related to family planning compliance are required. Excellent writing skills to draft visit findings, family planning compliance briefers, presentations, updates, memos, etc.; project monitoring reports; and any other briefing documents as required. A high level of proficiency in Word, Excel, and PowerPoint, is required. Good management skills to effectively manage his/her areas of responsibility. In addition to the ability to work effectively as a team member, the incumbent must also be highly motivated and able to work proactively as a “self-starter.”

## **POSITION ELEMENTS**

- A. **Supervision Received:** The incumbent works under the direct supervision of a U.S. direct hire Health Officer who provides policy guidance, discusses assignments, and evaluates accomplishments. The incumbent functions with a high degree of independence in executing mutually agreed-upon management responsibilities and tasks. In consultation with supervisor, incumbent plans own work and establishes priorities. Work is assigned primarily in terms of desired results and suggested approaches. Performance is evaluated primarily in terms of accomplishments. The incumbent takes the initiative in prioritizing assignments and accomplishing all assigned work.
- B. **Available Guidelines:** Local and U.S. laws and regulations; the Automated Directives System and other USAID regulations and policy guidance including but not limited to those specifically related to the Tiahrt Amendment and compliance therewith, USAID/Egypt Mission Orders, Notices and other policies; Agreements with the Government of Egypt including the Strategic Objective Agreements, and any other relevant laws, regulations, policies, directives or other materials.
- C. **Exercise of Judgment:** Exercises sound judgment in providing advice, making recommendations and negotiating activities related to family planning compliance. A high degree of professional judgment and sensitivity is required in advising Egyptian officials, NGOs, contractors, and USAID staff on family planning compliance; and in monitoring activities implemented through family planning contractors.
- D. **Authority to Make Commitments:** Makes commitments as delegated by the supervisor and/or the OHP Office Director. The incumbent cannot make financial commitments on behalf of the U.S. government.
- E. **Nature, Level, and Purpose of Contacts:** Extensive and frequent contact with USAID officials at all levels, MOH and MOFP officials at mid & senior levels, other donors, NGOs and contractors for the purpose of monitoring compliance with, and advising on, family planning requirements, communicating findings, resolving problems, soliciting programmatic and policy-related information, and training.
- F. **Supervision Exercised:** N/A.
- G. **Time Required to Perform Full Range of Duties After Entry into the Position:** Nine months.

## SELECTION CRITERIA:

CATEGORY	SCORING PERCENTAGE
Education/academic requirement*	10 %
Experience*	20 %
Language Proficiency*	20 %
Knowledge*	20 %
Skills & Abilities*	30 %
TOTAL	100%

\* As per details reflected under Qualifications above.

## **RECRUITMENT PROCEDURES AND GUIDELINES:**

Qualified candidates who are interested in this vacancy should apply by submitting an up-to-date CV, quoting the position number, to USAID Human Resources Office, attention Sanaa Shoukry by no later than COB of the application deadline noted above.

Internal Mission employees can submit the CV in person, via inter-office mail, or by fax.

**External candidates should submit the CV by fax to 25160388 or via e-mail to [usaidhr@usaid.gov](mailto:usaidhr@usaid.gov) (submissions made in any other way will be disregarded). The CV and attachments must not in all cases exceed five pages. The USAID HR Office will disregard any submissions exceeding five pages and/or those received after the deadline.**

Mission employees are not eligible to apply for a vacant position during their three month probationary period. The Mission mandatory retirement age is 60 years. Non-Egyptian candidates who have a valid, long-term resident visa in Egypt and who can obtain a valid work permit from the appropriate Egyptian authorities are eligible to apply.

The evaluation and selection process usually takes two to three months after the deadline. Successful applicants are invited for tests and/or interviews during this time frame. Due to the high volume of applications, only candidates who are seriously being considered for a position are contacted for an interview. Please do not contact HR for a status report on your application once your application has been acknowledged. Interviewed candidates will normally be advised of the outcome of the selection process after a period of about four weeks.

If the external successful candidate meets all the qualifications listed in the position description, he/she will be appointed at the starting salary rate of the position. If s/he does not meet all the qualifications listed in the position description, s/he will be normally appointed to an appropriate trainee grade level, below the position grade.

In determining the appropriate salary, no salary adjustments will be made for fringe benefits such as uniforms, free airline tickets, free medicine or company products, life/medical/accident insurance policies, transportation, meal allowance, or other similar company benefits provided by former employers. Applicants with prior U.S. Government service may receive salary adjustments at the

grade level of the position, to match highest previous USG salary levels in a relevant field. The USAID Human Resources and Contracting Officers determine the appropriate salary rate.

It is the U.S. Government policy to prohibit discrimination on the basis of race, color, religion, national origin, handicap or gender.

Samia Joseph  
USAID/Human Resources Officer